



D.C. CONGRESSIONAL INTERNSHIP PROGRAM DESCRIPTION

Program Description: The goals of this internship program are to develop professionalism in a high-paced environment and to provide the intern an opportunity to learn the legislative process through their service. Interns will be regarded as full-time staff members and expected to behave as such. As a result of interning in this office, the intern will gain strong professional experience, extensive knowledge of the Legislative Branch and its effects on Eastern Washington, two writing samples for use in securing future employment, and a high level of proficiency with the database software IQ.

Position Summary: Primary responsibilities include but are not limited to administrative duties such as managing the front office, giving tours, answering phone calls, and building the relationship database. This experience will equip interns with knowledge, tools, skills and experiences that can be readily applied to any future challenges or career endeavors. Interns will also be paired with a staff member, in their area of interest, who will serve as a mentor to provide guidance as s/he explores a career in government. Interns who demonstrate an ability to execute administrative duties with excellence will be given the opportunity to take on more substantive tasks related to policy. Interns will report directly to the Executive Assistant.

2010 Internship Application Deadlines, Program Start and End Dates:

SEASON	Application Deadline	Notification Date	Start Date	End Date	Length
Winter	11/20/2009	12/11/2009	01/04/2010	04/02/2010	13 Weeks
Spring	01/01/2010	03/01/2010	04/05/2010	07/02/2010	13 Weeks
Summer	03/01/2010	05/01/2010	06/28/2010	08/13/2010	7 Weeks
Fall	05/01/2010	06/01/2010	08/30/2010	11/26/2010	13 Weeks

Administrative Functions:

- Responsibility for the front office
- Answering phones and inputting comments into IQ database
- Providing excellent service to constituents over the phone and in person
- Giving tours to constituents
- Timely and accurate entry of business cards
- Running errands

Special Projects:

- Experience in project management

- Meeting project deadlines as assigned
- Delivering high quality results

Professional Development:

- Mandatory IQ training
- Mandatory Capitol tour training
- Provision of a personal mentor
- Mandatory “Art of Writing” quarterly workshop by Legislative Director
- Exposure to the political aspect of government

Skills and Knowledge Required:

- Highly motivated with ability to multitask
- Superb writing ability, command of the English language, with a working knowledge of *Elements of Style*.
- Comprehensive competence of database software IQ and iConstituent
- Highly detail oriented and organized
- Professional telephone manner
- Temperament to communicate with a variety of personalities in a tactful, pleasant and professional manner
- Proficiency in Microsoft Office including Outlook, Word, and Excel